

FIVE BASIC STEPS OF INFORMAL PROCUREMENT



1. Develop specifications in writing.

Detail the requirements of the intended agreement, including delivery and packing conditions.

2. Identify at least 3 vendors eligible to provide products.

Contact potential vendors (by phone or email) and document at least 3 quotes.

3. Evaluate bidder's responses with your specifications.

Ensure that vendors are responsible and responsive in accordance with your specifications.

4. Award the contract.

Determine the most responsible and responsive bidder with the lowest price.

5. Manage the contract.

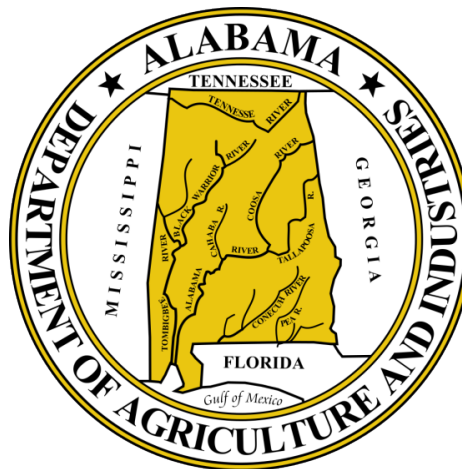
Ensure the school receives everything from the vendor that the contract stipulates.



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ALABAMA
FARM to SCHOOL
PROGRAM



ALABAMA DEPARTMENT OF
AGRICULTURE AND INDUSTRIES



The Informal Procurement Process

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SOURCE FRESH LOCAL FOOD FROM ALABAMA FARMERS



Include Local Characteristics in Specifications and Solicitations

A school can detail requirements related to the vendor that may target local suppliers such as:

- Product is harvested within 24 to 72 hours of delivery (unless frozen).
- Vendor is able to identify the state or origin for all products or provide biographical and contact information about the farm or local farmer.
- Product is grown on farms that utilize hand harvesting.
- Vendor is available for cafeteria or classroom visits, or participation in educational taste tests.



Procuring Local Food

Schools may purchase food directly from producers that are certified in Good Agricultural Practices (GAP).

Schools may purchase from:

Local Farmers
Co-ops and Food Hubs
Food Processors
Distribution Companies
School Gardens
Food Service Management Companies

Simplified Acquisition

- The Federal Simplified Acquisition Threshold may be used to purchase unprocessed agricultural products to \$150,000 per product per vendor per year.
- The micro-purchase method may be used for one time purchases of \$3,500 or less, or most restricted threshold.

Unprocessed Agricultural Products

Unprocessed agricultural products as defined in section 16-1-46, Code of Alabama 1975.

Unprocessed agricultural products means products that retain their inherent character. The effects of any of the following handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different inherent character: Cooling; refrigerating, freezing; size adjustment through size reduction made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; drying or dehydrations, or both; washing.

Geographic Preference

- School districts may determine what is “local” and apply a “local” geographic preference to minimally processed foods.
- A Geographic Preference definition may be as simple as: grown in the state of Alabama.
- “Local” can be a preference but never a requirement.

Find Farmers and Resources at
www.alabamafarmtoschool.org